



# Illinois Department of Transportation

## Memorandum

---

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: September 27, 2016

---

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 28, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 12, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Airport Facilities Specialist  
Bureau of Planning  
Office of Planning and Programming  
Springfield

Attachments  
41066

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, October 12, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager IV</b>	<b>Salary Range:</b>	<b>\$5,015 - \$9,155</b>
<b>Position Title:</b>	<b>Airport Facilities Specialist</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW414-23-10-302-00-02</b>	<b>IPR#:</b>	<b>41066</b>

---

### Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Planning/2300 South Dirksen Parkway, Springfield, IL

---

### Description Of Duties:

This position is accountable for assisting in the development, review and publishing of the Annual and Multi-Year Airport Improvement Program; and tracking, monitoring and programming of Federal Airport Improvement Funds and State of Illinois Funds associated with the Airport Improvement Program. This position develops the Annual Airport Inventory Report; develops and manages the Annual Aircraft Operational Counts for the Office of Planning and Programming; and assists in the preparation of various elements included in the State Aviation System Plan as well as other airport planning and programming activities.

---

### Special Qualifications:

#### **Required:**

- Valid driver's license
- Occasional statewide travel which may include overnight stays

#### **Desired:**

- Knowledge, skill and mental development equivalent to completion of four years of college preferably in an engineering or airport planning related field
- Five years of experience in engineering, airport programming or airport planning related field
- Knowledge of radio communications with the air traffic control towers, pilots, and ground control
- Knowledge of Federal Aviation Administration (FAA) airport rules and regulations, planning and programming advisory circulars
- Working knowledge of airport operations, safety and Federal Aviation Administration (FAA) safety guidelines
- Ability to prioritize workload and complete work accurately and timely

---

### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	February 22, 2016	<b>POSITION:</b>	Airport Facilities Specialist
<b>APPROVED BY:</b>	<i>Bruce Carmitchel</i>	<b>OFFICE/DIVISION:</b>	Office of Planning and Programming/Bureau of Urban Program Planning
<b>CODE:</b>	PW414-23-10-302-00-02	<b>REPORTS TO:</b>	Aviation Program Planning Section Chief

---

***Position Purpose***

This position is accountable for assisting in the development, review and publishing of the Annual and Multi-Year Airport Improvement Program and is responsible for tracking, monitoring and programming of Federal Airport Improvement Funds and State of Illinois Funds associated with the Airport Improvement Program. This position is also responsible for development of the Annual Airport Inventory Report; development and management of the Annual Aircraft Operational Counts for the Office of Planning and Programming; and assisting in the preparation of the various elements which are included in the State Aviation System Plan as well as other airport planning and programming activities.

***Dimensions***

Annual Airport Improvement Program	Annual Airport Inventory Report
Multi-Year Airport Improvement Program	State Aviation System Plan
Track both Federal and State airport funds	Annual Aircraft Operational Counts

***Nature and Scope***

This position reports to the Aviation Program Planning Section Chief.

Under the general supervision of the Aviation Program Planning Section Chief, this position is responsible for assisting in the development, review and publishing of the Annual and Multi-Year Airport Improvement Program and is responsible for tracking, monitoring and programming of Federal Airport Improvement Funds and State of Illinois Funds associated with the Airport Improvement Program. This position is also responsible for development of the Annual Airport Inventory Report; development and management of the Annual Aircraft Operational Counts; and assisting in the preparation of the various elements which are included in the State Aviation System Plan as well as other airport planning and programming activities; providing information to the Secretary's Office and staff upon request; and for using the knowledge gained during these tasks to aid in the preparation of the Annual and Multi-Year Airport Improvement Program. The incumbent will also assist in the preparation of the Annual Capitol Budget.

Typical problems include gather information to respond to inquiries from the Governor, Secretary's Office or the public, reviewing project requests submitted during the Transportation Improvement Program (TIP) process. The greatest challenge to the incumbent is to maintain up-to-date knowledge on the status of the public airports so that she/he can prepare the various publications in a timely and accurate manner in order to assure maximum benefit to the Department and the airport sponsors.

The incumbent is personally responsible for analyzing and prioritizing projects requested by airport sponsors, preparing the Annual Airport Inventory Report, the Annual Aircraft Operational Counts and the Aviation section of the Departments Long Range Transportation Plan. All of these functions are essential steps in the airport improvement programming process.

The incumbent establishes and maintains contacts with outside agencies, including the Federal Aviation Administration (FAA), Airport Sponsors, Engineering Consultants, Metropolitan Planning Organizations (MPO's), airlines and any other entity whose cooperation is necessary to accomplish these functions. Other responsibilities include scheduling the field portions or the various functions and assuring that the outside agencies who are performing the work will have adequate personnel available at the correct time and location, establishing and maintaining contacts with the FAA, Metropolitan Planning Organizations (MPO's), airlines, engineering consultants and airport sponsors in order to constantly update data in the airport inventory, analyzing and recommending priorities and projects which are requested by the airport sponsors and analyzing the data as well as determining the pavement condition index (PCI) ratings and number and type of aircraft operations at each of the publicly owned airports in our system.

The incumbent is constrained by departmental policies and procedures. Matters of a unique nature are referred to the supervisor with recommendations for resolution.

The incumbent has internal contacts with Aeronautics and Highways as well as the Office of Communications, Office of Finance and Administration, Office of Legislative Affairs, and Office of Chief Counsel, and external contacts with the FAA, the airport sponsors, Metropolitan Planning Organizations (MPO's), airport consultants, airlines, and various airport associations which serve the airports in the state. These contacts are required in order to obtain the information necessary to successfully perform the functions of this position. This position requires occasional statewide travel and a valid driver's license.

The effectiveness of this position can be measured by the degree to which the incumbent can provide information on short notice, the timeliness of the completion of normal assignments and the accuracy and availability of the results of the functions performed to the large number of individuals and agencies who will use them.

### ***Principal Accountabilities***

1. Assists in the development, review and publishing of the Annual and Multi-year Airport Improvement Program and is responsible for tracking, monitoring and programming of Federal Airport Improvement Funds and State of Illinois Funds associated with the airport improvement program.
2. Represents IDOT in regional and local airport programming meetings.
3. Prepares Annual Airport Inventory Report which is distributed statewide.
4. Maintains Aviation Section's Airport Improvement Program fund tracking database.
5. Prepares Annual Airport Aircraft Operational Counts which are essential in prioritizing projects.
6. Assists in the preparation of the Departments Long Range Transportation Plan.
7. Assists in the preparation of the Departments Multi-Year Transportation Plan.
8. Assist in the preparation of the Departments Illinois State Aviation System Plan.
9. Provides information for responses to both internal and external inquiries.
10. Assists in preparation of Annual Capitol Budget.

11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
12. Performs other duties as required or assigned.